Request for New Report or Query

To request a new report or query, the user must first identify the information requirement. The steps are:

- CAMS end user defines information requirement, purpose, timeliness, and responsibility for sign off on design (using standard form following this introduction).
- CAMS end user forwards requirement to CAMS Line Office Coordinator for respective Line Office.
- Line Office Coordinator submits requirement to CAMS Reports Coordinator including report layout.
- CAMS Reports Coordinator confirms requirement with CAMS functional team.

Note: All requests filtered first through organization's CAMS liaison and CAMS functional team lead..

Request for Report or Query

Requester Name:________________________
Organization:___________________________
Date Requested:_________________________ **Date Needed By:______________________**

Description of Requirement:____
____
____
____

Purpose of Report/Query:____
____
____
____

Timeliness (Real-time up to the second information, or on-line display with data as of prior day, or overnight/batch?):____
____

Primary Information/Fields required:

_________________	_________________	_________________	_________________
_________________	_________________	_________________	_________________
_________________	_________________	_________________	_________________

Sort Sequence:____
____

Subtotals Required:
____
____
____

Selection Criteria:_______________________________________ (for parameter screen)

Layout Attached:______ (Yes or No)

Person Responsible for Sign Off on Design Specifications:_______________________________
Location:_______________________________________
Phone Number:__________________________________